

Gahanna Jefferson Public Schools

160 South Hamilton Road • Gahanna, Ohio 43230 • (614) 471-7065

Re: PRESCRIPTION MEDICATION **(AND NON-PRESCRIPTION MEDICATION FOR ELEMENTARY STUDENTS)**

Dear Parents,

We strongly urge that all medications be administered at home whenever possible. Please consult the prescribing physician, nurse practitioner or dentist to ascertain if the medication can be administered at times when your child is at home. We will only administer medication at school if the physician feels it is absolutely necessary.

Before the school will give your child prescribed medication that must be taken at school, State of Ohio law (Section 3313.713 O.R.C.) requires that:

1. The parent must complete and sign a parent permission form.
2. The licensed prescriber complete and sign the provider portion of the form. A note from the prescriber will not be accepted unless it contains all the information contained in State law (Section 3313.713 O.R.C.).
3. The completed and signed form must be returned to school BEFORE the medication can be administered at school. If the form is being faxed to the school, please ensure that the original form with actual parent and provider signatures is received by the school within one week of receipt of the faxed copy.
4. The medication must be brought to school, **by a parent or other responsible adult**, in the **original container** labeled with your child's name, the provider's name, the name of the medication, the dose and time it is to be taken. The instructions on the medication label must match the information given by the prescriber on the medication form.
5. Each medication must have a separate form.
6. *Any change in dosage will require new forms to be completed by the prescriber and parent before the new dosage can be given. A new prescription bottle with the correct label must be provided to the school.*
7. If liquid medications are prescribed, the parent must provide an accurate measuring spoon.
8. All medication must be kept in the clinic (except for asthma inhalers or auto-injector epinephrine, provided appropriate forms have been completed and student requirements met).

These policies are for the health and safety of your child. If you have any questions, please contact the principal or school nurse.

With kind regards,

School Nurse

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GAHANNA JEFFERSON PUBLIC SCHOOLS

160 South Hamilton Road • Gahanna, Ohio 43230 • (614) 471-7065

Re: OVER-THE-COUNTER MEDICATION FORM (FOR MIDDLE & HIGH SCHOOL ONLY)

Dear Parents,

According to the School Policy of Gahanna Jefferson Public Schools, MEDICATIONS INCLUDE PRESCRIPTION AND NON PRESCRIPTION (OVER-THE-COUNTER) MEDICATIONS. No state law regulates the administration of non-prescription medications at public schools.

In all Gahanna Schools, licensed prescriber and parent authorization forms are required for your student to take PRESCRIPTION MEDICATION AT SCHOOL. In the middle and high schools, only the parent authorization form is required for your student to take NON-PRESCRIPTION (OVER-THE-COUNTER) AT SCHOOL.

In order for your student to take over-the-counter medication at school, the following procedure must be followed:

1. Complete the attached PARENT'S PERMISSION FOR STUDENTS TAKING OVER THE COUNTER MEDICATION and RETURN IT TO THE CLINIC.
2. MEDICATION NEEDS TO BE DELIVERED TO THE SCHOOL NURSE BY A RESPONSIBLE ADULT. The medication must be in the original container (no plastic bags please).
3. Medication must be stored in the locked cabinet in the clinic. Students are not permitted to keep any medication with them or in their locker (except for asthma inhalers or auto-injector epinephrine, provided appropriate forms have been completed and student requirements met).
4. Students must take their medication in the clinic. It is the responsibility of the student to come to the clinic at the prescribed time to take the medication.

If there is any change in the medication, dose, or instructions, a NEW parent permission form must be completed. A new medication form is required EVERY school year.

As your school nurse, I am very concerned about the health and safety of all students in our school. This medication policy and procedure ensures the safe administration of medication to your student and promotes a safe school building.

If you have any questions or concerns, please contact me at the school clinic.

With kind regards,

School Nurse

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